

## **Safety and Risk Management Committee Meeting March 2007**

**Present:** Tommie Murray, Evette Santamore, Donna Delphia, Cindy Bronson, Goldie Watson, Gwen Lipsey, Steve Barden, Anne Jerman, Fran Levine, Michael Ryan

**Absent:** Tom Simpatico, Jamie Lord, Adena Weidman

**Guests:** Anne Milizia (Dept of Risk Management State of VT)

### **Agenda for the meeting:**

- Review Fire Safety Audits
- Role of Safety and Risk Management Committee
- Review Monthly topics/draft
- Review safety officer reports

#### **Fire Safety:**

1. **Fire Inspection:** During March, A. Milizia and C. Bronson met with the Safety Officers and performed a survey to see if each unit met all required elements. A. Milizia reviewed the results of the survey, and provided education regarding Fire Safety practices.  
The Committee discussed results of the audit units and departments. Each unit findings were reviewed and a corrective action plan created. Unit-based issues will be relayed to Nursing for correction. Hospital-wide issues will be sent to A. Weidman for action.
2. The question was brought up about what is the standard fire drill. The requirement for quarterly drills is met and exceeded by VSH.
3. Each unit Safety Officer was given a quiz to perform with 6 staff members on the basics of fire safety. R.A.C.E. and P.A.S.S. The purpose of the quiz is to test staff knowledge, and to educate staff who are not aware of the actions they would immediately perform in the event of a fire. The results are to be sent to Tommie Murray, Quality and will be discussed next month.

#### **Safety Audits:**

1. Based on the Fire Safety Survey, the Committee identified additional checks which should be performed during the monthly review.
  - a. Action: T. Murray will revise and send out to Committee Members  
When talking about the safety monthly report it became known that the Nutrition Services areas does not have a monthly review tool.  
Action: Tommie will work with Donna to create a survey for Nutrition Services.

2. Role of Committee: Review of Committee Charter

Improvement strategy development

- Ongoing audits, opportunity to identify hazards
- Ongoing monitoring daily
- Identify hazards, discuss problem solving
- Variance
- Food reports

Action: Accept Committee Charter

2. Monthly Topics:

- b. T. Murray presented a calendar of topics for Committee focus for the next 5 months. Committee discussed timing of topics, and more ideas.
  - i. Action: For the next few months, the Committee will focus on a specific topic and will reevaluate efficacy in late summer. Next month's topic is Hand Hygiene.